



## **Procedures and Safeguarding**

- Ensure you are met by Katie Chesworth at Settle Station who will accompany you down to the school and stay with you throughout your time at the school. She will also walk you back to the station.
- All adults to sign in at Reception on arrival.
- School admin staff will help you sign in, then show you where the toilets are located and lead you through to the studio. Katie will then take you to the studio.
- Children can use toilets in the main school building but need to be supervised at all times by a member of visiting school staff (a key will be provided by the office staff on arrival-please make sure school door is locked again after use and return key to the office when leaving).
- All visiting staff should be DBS checked. Other adult helpers should not be left alone with children if not DBS checked.
- Report any safeguarding issues to the office and either the Deputy DSL (Miss Thompson, Deputy Head) or the DSL (Mr Wright, Headteacher).
- Be familiar with fire procedures and risk assessment (see website).

## **Ground Rules**

- Please stay in designated areas. Outside area you can have access to will be shown on arrival. Inside: children only to access toilets. Adults to use staff toilets in main reception area. Children should be supervised at all times and not allowed to wander freely around school premises, except supervised in designated areas.
- Pupil behaviour is the responsibility of the visiting school.
- Please tidy everything away as you found it for future groups or Settle Primary School use.
- Please reported anything that is damaged during your visit. We would kindly ask your school to pay for any replacements if needed.
- Bring any consumables with you (pencils, rubbers, pens, scissors and A4 paper all provided).
- Accidents-these need to be recorded in the Settle Primary Accident Book located in the school office, in addition to the accident book (or however you record accidents back at your school). Please let Settle Primary know if anything has been used from the first aid kit so items can be replenished.
- Ensure children are kept away from the hot water urn

We hope the above doesn't seem excessive and that most of it is just usual school expectations. If there is anything else you need to query, please contact the school directly or Katie Chesworth at Settle Station: [katie@settle-carlisle.co.uk](mailto:katie@settle-carlisle.co.uk)